

Process for OMA “Play Time”

Planning art activities in OMA requires collaboration and active listening. The principles below are designed to ensure successful and efficient collaboration.

1. **Idea:** When presenting a new activity to the group, you should come prepared with a project that you have already experimented with prior to coming to play time. Bring all the samples that you created, including both the successes and failures in your experimentation process.
2. **Questions:** Have specific questions you would like to ask the others in the group in order to efficiently problem solve issues in the activity.
3. **Setting up the studio:** Arrive early to set up the studio for play time. Set up all the supplies needed and arrange them on the table (i.e. get water, cut paper ahead of time, etc.)
4. **Getting feedback:** Invite other leaders to play with the activity for about an hour and then ask for their opinions about the project.
5. **Decision-making:** Be prepared to adapt, change, or even abandon the project, depending on the feedback of the rest of the group. The final decision should be based on a consensus.
6. **Handout preparation:** Take notes of the final version of the project in order to prepare the write-up for the activity, both the long version and the short, large-print version. Bring COLOR copies of the large-print version of the handout for distribution during the art session.
7. **Packing:**
 - **KIT MAKING:** Spend the second hour of play time preparing raw materials for the project and packing for the upcoming session.
 - **CHECK LIST:** Use the activity handout as a check list for materials needed for the week’s project.
8. **Putting things away:**

Always put away your supplies and handouts as soon as you return to the studio.

 - **ROUTINE SUPPLIES:** Routine supplies (name tags, pens, art magazines, cleaning supplies) can stay in carts.
 - **PROJECT SPECIFIC SUPPLIES:** Need to be put away.

- **HANDOUTS:** Store handouts in folders are arranged in alphabetical order by title of the activity.
- **ARTWORK:** Hang at least 24 hours to dry. Make sure they are properly labeled (**Artist's name, Title of artwork, Site's Name, and Date**, both on the back of artwork itself **and** on the sticky note that is attached with masking tape onto the back of the artwork). When artwork is dry and properly labeled, place in the flattener. Later, remove pieces from the flattener and place them in the appropriate drawers the following week.
- **WET TOOLS:** Place them in **SINGLE LAYER** on drying pans lined with paper towels.
- **APRONS & TABLE CLOTHS:** Fold aprons properly before putting away. Place dirty aprons in the laundry bucket.
- **APRON BAG:** Please hang it on its hook.
- **MATTED INSPIRATIONS:** Un-mat the pieces, put the mat back. Place the best 2-3 pieces and one set of handouts (long form and the large print version) in the folios.